

Learning Design and Curriculum Coordinator

Job Summary

The Learning Design and Curriculum Coordinator's primary duties include providing instructional leadership and managing educational processes and activities throughout the school. The Learning Design and Curriculum Coordinator reports to the Director of Education.

Preferred Qualifications

- Master's degree in education or a related field
- At least five years of experience in education
- At least three years of administrative experience

Essential Duties and Responsibilities

The Learning Design and Curriculum Coordinator will:

- Support the school and its mission. Maintain congruency between the school's board-approved mission statement and all school activities.
- Observe, supervise, evaluate, and support the faculty in the development and implementation of curriculum. Ensure that there is a sound scope and sequence of curriculum and integration within specialist areas.
- Research and guide implementation of best practices, new curriculum and highly effective pedagogy to best meet the needs of students and to ensure that student instruction is developmentally appropriate.
- Ensure academic policies, procedures, and curriculum align with the school mission, school goals, department goals, course objectives, materials, methods and means of assessment.
- Assist in establishing guidelines for proper student conduct and dress. Monitor students' adherence to established school rules to ensure a safe, orderly environment in which learning can take place. Ensure a climate which is supportive and reflects high morale.
- Be aware of the educational, physical, social, and psychological needs of the members of our school community and develop plans for meeting these needs.
- Oversee and direct the activities of faculty committees and the sponsors of various student organizations and activities.

- Ensure compliance with legal requirements of government regulations and agencies. Maintain the educational standards established by the board and by those agencies that examine and accredit the school.
- Make recommendations to the Director of Education regarding the hiring, retention, and assignment of faculty.
- Assist with the orientation of new teachers and staff members. Provide regular in-service training and evaluation of classroom teachers to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation.
- Conduct regular meetings with faculty which will deal both with routine school matters and with the exchange of ideas on issues of educational/philosophical interest and concern.
- Guard academic time while helping to oversee the coordination of the co-curricular and extra-curricular activity programs of the school. Assist in the planning and presentation of school assemblies and programs. Assist in maintaining a comprehensive calendar of school events. Keep the entire school community informed of various school programs and activities.
- Provide for the academic guidance of students. Maintain complete academic records on all students. Oversee the grading and the reporting of standards and methods used by teachers in measuring student achievement.
- Be a visible presence in all areas of the school.
- Assist in the preparation of a master class schedule and assign teachers and students to classes and other obligations.
- Display a commitment to professional and organizational growth. Assist with the facilitation of professional development throughout the school.
- Communicate effectively with all school stakeholders.
- Assist with management of the academic department's annual budget.
- Perform other duties as assigned by and in support of the Director of Education.